



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes
January 16, 2014.

Attending:, Dick Mailloux, Martha Moore, Joanne McQuaid, Lisa Krowitz, Kathy Murray, Robin Venezia, Lars Widstrand, Bob Ebersole (Selectmen Representative), Brian Laffond (FinCom Representative)
Absent: Jeanne Raboin

Meeting called to order at 6:45 pm in the Sudolnik conference room by Vice Chairman Dick Mailloux.

- Public Comments
 - No public comments
- Agenda Items
 - Approval of minutes
 - October 17 minutes as amended; motion by Dick, seconded by Joanne, unanimous approval vote.
November 21 minutes as amended; motion by Dick, seconded by Robin, approve by Dick, Joanne, Kathy, Lisa and Robin. Lars abstained (not present at that meeting)
 - Director's Report
 - Director's handouts reviewed and discussed: FY-15 budget.
 - Vote on FY-15 Director's proposed budget of 353,206.00, (town budget): Motion to accept proposed budget by Dick, seconded by Lars, all votes in favor.
To maintain the Library Revolving Fund at the existing level of \$8,000.00 to supplement library budget in order to meet state requirement. Motion to accept by Lars, seconded by Robin, all votes in favor.
 - Programs
 - Several adult programs on the books – nutrition; wood turning; Cultural Horizons programs to run through March-14.
 - CWMARS Network meeting to discuss Evergreen.
 - Budget
 - Finances – we are on target for mid- fiscal year.
 - Discussion about heating, water and sewer bills for the year. Questions about the interval for the water bills – they arrive “randomly”
 - Salaries – on target
 - Martha has received training on Muni system. Not fully implemented (rights to enter new vendors, etc.) for Martha yet.
 - Weeding collections – teen's is done, children's estimated to be done by April, adult fiction ongoing.
 - Addressing issues with cleaning company through building/facilities. Scheduling currently not working.
 - Jack put in for capital request for carpeting. Discussion about the scheduling for installation – the replacement will require library closing.
 - Staff
 - Nothing major, Kate and Karen partnering with the Lunenburg School.
 - Discussion about staffing.
 - Library Technology
 - Website update

- January 25, launch date for new website, additional marketing for Wowbrary. New URL: www.lunenburglibrary.org. Martha provided an extensive walk-through of the new website. The trustees were very impressed with the layout, added functionality and options.
- Technology Plan update
 - Desktop virtualization discussion
 - Servers on order; software on order, up and running hopefully by end of February.
- Library Boiler
 - Jim and Kit found experts on the installed boiler. The consultants visited ~ 2 weeks ago and spent a day going through the all settings and scheduling for the boiler – the initial program was not optimal. The boiler has been working fine since their visit, holding temperature, turning up and down per schedule. Quite possible fuel savings will be realized.
- Friends of LPL: Updates
 - Cultural Horizon's and programs update
 - Friends offered to pay for "deep cleaning" and sealing of bathrooms (grout, floor).
- Subcommittees:
 - Personnel Subcommittee: Director's Evaluation
 - Dick discussed about putting in "new system" for evaluation of director. Robin would like to see new evaluation "form" – not the same as last year. It should reflect the departmental goals and tie with the expectations of the trustees. Kathy wants to clarify the process of the evaluation. Dick states that the goal setting. Research the "360" assessment. Lisa believes that the 360 assessment is easy to accomplish with open ended comments and informal descriptions.
 - Dick believes that the subcommittee need to meet within the next few weeks to establish what should be used.
- Other
 - Lisa: will not go up for re-election to the LPL Trustees. Kathy: will not go up for re-election to the LPL Trustees. Check with talent bank if any people have listed interest.
- Adjourn
 - Motion to adjourn made by Joanne, second by Kathy at 8:35 p.m.

Respectfully submitted,
 Lars Widstrand
 Secretary, Trustees of Lunenburg Public Library

Referenced documents:

LPLBoT Agenda for January 16, 2014

Library Director's FY-15 Budget Proposal, LPL Mission Statement and Goals